TBP Account Statements

- Chassy will add Marissa and Jacob to the email list
- Dean Fund currently getting it

Billing to the account

- All of our DSO is State money
- Everything must come with a payment request and an itemized receipt
- If buying food, must have an agenda/what meeting was about on payment request

Food expenditures

- Email Chassy and make sure she is aware that we will be buying something
- When contacting places about food, tell them College of Engineering and mention Chassy
    - Best places to get food (they have accounts)
        - Dominos
        - HyVee
        - Dillons
        - Walmart
        - (Contact Chassy for a better list)
- Try to use a BPC from the office if possible, otherwise, just do a reimbursement
- Make sure to submit a payment request as soon as possible